**MS Publisher Practical Exam**

**Create a Post Card (20 points)**

The Student Government faculty advisor suggests that the Welcoming Committee inform all of the school faculty and staff about the Welcome Back Bash. The Welcoming Committee decides that the most efficient way to do this is to create a “Save the Date” postcard that can be distributed to the faculty and staff before school breaks for the summer.

Create a “Save the Date” postcard for school faculty and staff using the information below.

Date: Monday, August 27, 2018

Time: 2:15pm

Location: Career High School Auditorium

Planned Events: Welcome from Principal Parrish (2:15pm), Cheer Squad (2:30pm), Concert Band Performance (2:45pm), and Music Entertainment from DJ Disco Dan (3:00pm).

* Create the front and back of a 4” x 6” post card
* Include “Save the Date” on the front with any other appropriate information and images
* Include the above information on the back of the post card with an appropriate image
* List the “Planned Events” in bulleted format
* Use the **Crocus** color scheme to change the background and textbox colors
* Apply the **Casual** font scheme
* Save as “Save the Date Postcard” and email to teacher

**Create a Flyer (20 points)**

The “Welcome Back Bash” Welcoming Committee likes what you did in creating the “Save the Date” postcard for faculty and staff. They unanimously agree that to make sure that students remember the “Welcome Back Bash”, they want you to create an invitation flyer that the school can mail to all students in early August along with their class schedules.

Create a flyer for the Welcome Back Bash using the following information:

* Be sure the flyer is colorful and includes all of the following information.
  + Title: Welcome Back Bash
  + When: Monday, August 27, 2018 at 2:15pm
  + Where: Career High School Auditorium
  + Who: All high school students
* Insert a Border from the Insert Tab and Building Blocks group
* Include an Attention Grabber from the Insert Tab and Building Blocks group
* Include two or more images and at least two shapes in the publication.
* Use an appropriate Color Scheme to change the background and textbox colors
* Choose an appropriate Font Scheme
* Save as “Welcome Back Flyer” and email to teacher

**Create a Brochure (40 points)**

Summer is approaching and many of the students at your school are beginning to think about finding a summer job. As one of student assistants in your school’s Student Counseling Center, you have been asked to design a tri-fold brochure to help students organize their summer job search. The Center director has asked you to create a job search tips brochure that will be placed in the Student Counseling Center and shared with students who ask for help in finding a good summer job.

Create a 6 panel, tri-fold brochure using the following information:

* Use brochure template: Business tri-fold brochure (Soft Blue Design)
* Research some summer jobs for teens and some tips for finding a summer job
* Front panel should include title, Career Counseling Center and appropriate image
* All other panels should include appropriate information and images
* Choose a Color Scheme for the background and textbox colors and Font scheme from the Page Design tab to make your brochure more attractive